

Exhibition Guide Munich

Dear Exhibitor,

We warmly welcome you as PERFORMANCE DAYS exhibitor in December 01-02 2021 in Munich!

Below you find an overview of important deadlines for PERFORMANCE DAYS December 2021. Keep in mind that **October 01 2021** is the deadline to complete all orders in your Exhibitor Account.

1. NEW HALL: A6

In December we will be in hall A6, Messegelände München. Please only use the **East Entrance** to enter the fair.

2. WALL DECORATION:

Order your wall decoration in your Exhibitor Account. If you bring your own posters, make sure the walls are not damaged and anything you stick to the walls is completely removable. Order fixing eyelets or pins in your Exhibitor Account to attach your posters.

You are held responsible for any damage and will be charged for it.

3. ELECTRICITY: COFFEE MACHINES AND KETTLES

All electrical devices which need more than 1kW (coffee machines, kettles,...), must be registered with PERFORMANCE DAYS in advance to avoid blackouts. There is a registration fee of 50€ per exhibitor with electrical devices.

If PERFORMANCE DAYS finds devices which are not registered at the fair, a fine of 150€ is due.

4. DISMANTLING:

Dismantling is allowed earliest at 17:30h on the second fair day.

Please do not start packing your collection or dismantling the booth earlier, respecting your customers and other exhibitors. If the PERFORMANCE DAYS team finds an empty booth before the official fair closing, you will lose your booth position for the next event.

5. E-MAIL SIGNATURE & INVITATION GRAPHIC:

Please find your personalized e-mail footer in your Exhibitor Account to promote your participation. We also provide a personalized invitation graphic as well as Social Media graphics which you can use to send an invitation e-mail to your customer database.

6. DHL & PERFORMANCE DAYS:

We work with DHL to make sure your fair goods arrive securely. Keep in mind to send your fair goods early enough considering possible delays due to customs clearance. DHL also takes care of storing your empty boxes for the duration of the fair. You can find the DHL Shipping Guidelines with all details attached and in your Exhibitor Account – OVERVIEW.

7. HYGIENE & SAFETY CONCEPT

We will follow a strict hygiene concept that is updated regularly.

If you have any remaining questions, let us know at:

exhibitor@performancedays.com.

Your PERFORMANCE DAYS Team

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Timeline December 2021

Exhibitor Account, Forum & Marketing Deadlines

Fri
Oct 01

Exhibitor Account: Please complete your data and orders online in the Exhibitor Area.



Fri
Oct 01

PERFORMANCE FORUM: Send up to 6 samples (fabrics & accessories).
Find instructions in the Exhibitor Account - PERFORMANCE FORUM SAMPLES.



Fri
Oct 29

Booth/ Marketing Graphics: Order your wall banner in your Exhibitor Account - [YOUR BOOTH](#) - and send your layout to performancedays@engler-werbeteknik.de.

Courier, Catering & Exhibitor Passes

Fri
Nov 19

Courier: Use DHL - PERFORMANCE DAYS' courier service for all fair goods. Download the guidelines in your Exhibitor Account - OVERVIEW.

Please DO NOT send anything directly to the fairground or office!



Fri
Nov 26

Catering: Order food and drinks for your booth via our partner at <http://messe.feinkost-kaefer.de/Messe-Muenchen/Performance-Days-december-2021>



Fri
Nov 26

Exhibitor Passes: Fill in the names of your team: Print the Exhibitor Passes or use the e-mail function for eTickets.

On the Fairground

Tue
Nov 30

Booth Set-Up: 15-19.00h

Messe München (**NEW: Hall A6**)
Messegelände, 81823 München, Germany

You can drive up directly to the hall during set-up with a deposit of 100€ for one hour.
Parking space at the fair is currently max. 12€/per vehicle and day.

Additional booth equipment can ONLY be ordered during set-up - each order at the fair has to be paid. Prices at the fair are up to 50% higher, so make sure you order before October 09th.



Wed & Thu
Dec
01 | 02

Opening hours for visitors: 9:00h - 18:00h
Exhibitors may enter the fair at 8:00h on both fair days with a valid Exhibitor Pass.



Thu
Dec 02

Dismantling after 18.00h

Booth Dismantling is only possible on Thursday. You can drive up directly to the hall after 18:30h to load your car.

Empty booth before 17:30h = loss of booth position for the next event.

Exhibitor Manual

Dear Exhibitor,

Welcome to PERFORMANCE DAYS at Messe München. We have compiled the important points to know for your best possible fair experience.

If you have any remaining questions, let us know at: exhibitor@performancedays.com.

Exhibitor Account:

- You find everything around the fair and your booth online in your Exhibitor Account. There you can **order decoration, additional furniture and marketing services**. Please make sure that you order your booth equipment and wall decoration within the **deadlines!**
- Make sure all your data is correct as it will be shown online and in the fair catalog. The Exhibitor Check-List in your **Exhibitor Account > OVERVIEW** will help you not to forget anything. Check the **download area** at OVERVIEW, to have all the important timings and guidelines at hand.

Booth Equipment:

- Check the [booth decoration guide](#) in your Exhibitor Account > YOUR BOOTH for more advice.
- We provide your booth equipped with everything you need: walls, light, furniture and optionally decoration and additional equipment. If you decide nonetheless to bring your own equipment or decoration, make sure the height does not exceed the height of your booth walls: back wall 2,5m and side wall 1,5m.
- There won't be protective foil on the carpets during set-up, so order a darker color.

Electricity:

- Electricity at your booth: each booth has 1kW of electricity. If you need more, please order through PERFORMANCE DAYS. There is also a **mandatory fee of 50 € for bringing coffee machines** and/or kettles with you. **If you bring a not registered device, we will charge you 150€.** Connecting devices with more kW might cause a black out.

Catering:

- Order catering for your booth: Use the [online shop of our partner: Kaefer Catering](#) for booth or workshop catering requests.

Set-Up:

- Set-up times: The day before the fair from 15:00-19:00h
- It is possible to park directly next to the hall for one hour by leaving a deposit of 100€ at the entrance gate.
- PERFORMANCE DAYS provides pins and eyelets in your Exhibitor Account for hanging your own posters. Other than that, **attaching nails, tape, etc. to the walls is not permitted and will be charged with up to 500€.**

Exhibitor Passes:

- Generate exhibitor passes for you and your team in the Exhibitor Account > EXHIBITOR PASSES and receive them via e-mail.

Cleaning:

- A waste basket including garbage bag is automatically at the booth. **If you want it to be emptied, it is necessary to put the full garbage bag outside your booth onto the hallway at the end of the day.**
- Your booth will automatically be cleaned after the set up & the first fair day.

Logistics / DHL:

- DHL is the official partner to make sure your fair goods arrive securely at your booth. Keep in mind to send your **fair goods early enough, considering possible delays due to customs clearance**. Check the [DHL guidelines](#) in your Exhibitor Account > OVERVIEW for fees.
- Storage of fair goods/empty boxes during the fair: **DHL takes care of storing your goods** after set-up until the end of the fair, including the pick-up from your booth and delivery back to you. Make sure to stay at your booth until DHL has picked up your empty boxes. PERFORMANCE DAYS can unfortunately not offer a free storage room inside the hall for your fair goods due to fire protection requirements.

During the fair:

- The opening hours for visitors on both fair days are: 9:00-18:00h
- The opening hours for exhibitors on both fair days are: 9:00-18:00h

Parking:

- Parking is available in the Parking Garage East close to hall A6 (currently 12€/day)

Security:

- The security guard supervises the hall outside of the opening hours, but not individual booths. If you want to book extra security for your individual booth during the night, please let us know.

Dismantling:

- Dismantling is allowed **earliest at 17:30h** on the second fair day. Please do not start packing your collection or dismantling the booth earlier.
- **If the PERFORMANCE DAYS team finds an empty booth before the official fair closing, you risk losing your booth (position) for the next event.**
- Boxes stored by DHL will be handed back to you at your booth starting at 17:30h.
- To pick up your fair goods, the courtyard outside the hall is accessible by vehicle for free after 18:15h.

Application:

- The **“Book Booth” Mailing for the next fair** will be sent to you on the 2nd fair day. If you don't receive the mailing, please contact us. Click on the link in the mail and re-confirm the registration or send an email to register@performancedays.com in order to apply for a booth again.

Please also familiarize yourself with the terms, regulations and provisions by Messe München GmbH especially if you use products or services that are not booked via the Exhibitor-Account:

<https://messe-muenchen.de/en/meta/downloads/messe-muenchen/> particularly: 'Technical Guidelines/Data Sheet' and 'General Terms of Participation'.

Good luck with your fair preparations!